



WILLIAM T FUJIOKA  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

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April 15, 2008

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

### COUNTYWIDE CLASSIFICATION ACTIONS (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

#### SUBJECT

This letter will update the County Classification Plan by adding new classifications, deleting obsolete classifications, and reclassifying positions in various County departments to classifications which better describe the nature and scope of work performed and/or the organizational structure.

#### **IT IS RECOMMENDED THAT YOUR BOARD:**

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add five (5) classifications, to add one (1) unclassified position, to delete two (2) non-represented classifications, and to reclassify eleven (11) positions to implement the results of various classification studies.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachments A and B). This is a primary goal of the County's classification system, and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward and downward are consistent with the class concepts of the proposed classifications. These actions are recommended based upon accepted principles of classification, and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions and employees facilitates good business operations, and can reduce the number of costly personnel-related problems.

### **Implementation of Strategic Plan Goals**

Approval of the accompanying ordinance will further the County Strategic Plan, Workforce Excellence and Organization Effectiveness Goals, to improve the quality of the workforce, to achieve departmental operational needs, and to maintain consistency in personnel practices throughout the County.

### **New Classes**

#### **Department of Public Works**

The Department of Public Works (DPW) regularly encounters a variety of environmental compliance issues and challenges from governmental regulatory bodies and environmental interest groups. Since there are no environmental engineering classes in the County Classification Plan, DPW contracts out for environmental engineering services including the drafting of environmental impact reports. To eliminate the usage of contract personnel, and to better serve DPW and overall County needs, we recommend establishing an Environmental Engineering Specialist series comprised of five (5) classifications ranging from entry-level to supervisor (Attachment A). This would facilitate the development of an internal cadre of professionals well versed in the environmental engineering requirements and operations of DPW, the County of Los Angeles, and the respective regulatory agencies.

### **Probation Department**

We are establishing the Deputy Director, Probation (UC) to reflect the continuing implementation of Measure A and the revised Management Appraisal and Performance Plan (MAPP). As you may recall, Measure A removed chief deputies and those next in line to the chief deputies from the classified service. The three (3) Deputy Directors in this department report directly to the Chief Deputy, and are responsible for managing and directing major functional department branches. The scope of work assigned and the organizational structure fully support the change in status to the unclassified service.

### **Deleted Classes**

We recommend deleting two (2) vacant department-specific non-represented classes from the County Classification Plan (Attachment A). Class deletions are consistent with the County's strategy to reduce the number of obsolete County classes. The affected department has been informed of and has consented to the deletions.

### **Reclassifications**

Based upon individual position studies, we recommend that eleven (11) positions in six (6) departments be reclassified (Attachment B). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

### **FISCAL IMPACT/FINANCING**

The projected budgeted cost resulting from these actions is estimated to total \$55,231 (all funds). Net County cost is estimated to be \$36,398. Cost increases associated with the upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

The Honorable Board of Supervisors  
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**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification and compensation of positions and employees.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:DIL:WGL  
PHG:VMH:KP:mst

Attachments (2)

c: Director of Personnel  
Executive Officer, Board of Supervisors  
County Counsel  
Auditor-Controller  
Affected Departments

## ATTACHMENT A

### CLASSES RECOMMENDED FOR ADDITION TO THE CLASSIFICATION PLAN

Proposed Savings/ Cafeteria Benefit Plan	Item No.	Title	Salary Schedule & Level
Horizons/ Choices	4204	Assistant Environmental Engineering Specialist	84G
Savings/ Megaflex	8616	Deputy Director, Probation (UC)	N23 R16
Horizons/ Choices	4206	Environmental Engineering Specialist	90G
Horizons/ Choices	4209	Head Environmental Engineering Specialist	103G
Horizons/ Choices	4207	Senior Environmental Engineering Specialist	93G
Horizons/ Choices	4208	Supervising Environmental Engineering Specialist	99G

### NON-REPRESENTED CLASSES RECOMMENDED FOR DELETION

Item No.	Title
8468	Deputy Director, Research & Collection Program, Museum of Natural History
8418	Head, Museum Maintenance & Construction Services

**ATTACHMENT B**

**RECOMMENDATIONS FOR POSITION RECLASSIFICATION**

**DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Administrative Deputy III (UC) N23 R15 Non-Represented	Administrative Deputy III N23 S15 Non-Represented

The subject position is being removed from the unclassified service because of a recent departmental reorganization. Measure A removed chief deputies and assistants or deputies next in line of authority to the chief deputies from the Civil Service System (i.e., three levels below the director). Since the position is now four (4) levels below the department director, it no longer meets the criteria for unclassified status.

## DEPARTMENT OF MENTAL HEALTH

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Project Administrator, Interagency Children's Services Consortium N23 S11 Non-Represented	Mental Health Analyst III NN 100B Non-Represented

The subject position was formerly assigned to the department's Interagency Children's Services Consortium (ICSC). It currently reports to the Deputy Director, and is assigned to the Administrative Division of the Older Adult Services (OAS) Bureau which leads and oversees the planning, implementation, and evaluation of mental health services provided for adults over 60 years old. The Bureau also administers a complete range of mental health services to all client populations in the northwestern and Santa Monica Bay metro regions of the County.

The subject position provides high-level administrative staff support to the Deputy Director, OAS, and four (4) District Chiefs by assisting in the following areas: 1) budget development; 2) monitoring, planning, conducting, and supervising audits of programs operated by the department and those contracted out; 3) analyzing audit findings and recommended corrective actions to implement for administrative, clinical, fiscal, and operational controls; and 4) formulating, planning, and implementing new programs and expanding existing programs. The subject position also supervises Central Administrative Unit staff who provide centralized support in budgeting, planning, development, and monitoring for department-operated and contracted programs.

Since the position no longer performs the duties of a Project Manager, ICSC but rather those typically assigned to a Mental Health Analyst III, we recommend downward classification. The Mental Health Analyst III provides administrative staff support to a Deputy Director, Mental Health of a large mental health region. Furthermore, since the ICSC no longer exists, the Project Administrator, ICSC class will be slated for deletion once the position is vacated.

## PROBATION DEPARTMENT

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Deputy Director, Administration, Probation S15 Non-Represented	Administrative Deputy III (UC) R15 Non-Represented
3	Deputy Director, Probation S16 Non-Represented	Deputy Director, Probation (UC) (new class) R16 Non-Represented
1	Information Technology Manager III (title change eff. 3/18/08) N23 S13 Non-Represented	Departmental Chief Information Officer II (UC) N23 R14 Non-Represented

The subject Deputy Director, Administration, Probation position is being removed from the classified service based upon its direct reporting relationship to the Chief Deputy. In accordance with Measure A, we recommend the reclassification of the position to Administrative Deputy III (UC).

As discussed earlier in this letter, the direct reporting relationship of the three (3) Deputy Directors to the Chief Deputy and the scope of responsibilities assigned meet the allocation criteria for placement on an unclassified position. Therefore, we recommend that these positions be reclassified to the newly established Deputy Director, Probation (UC).

The subject Information Systems Manager II position reports to the Chief Deputy Probation Officer, and is responsible for coordinating the information technology (IT) and procurement services operation which supports 5,500 departmental and contract employee users stationed at over 50 locations throughout the County. The subject position manages a \$20 million budget which supports the department's core activities such as enforcing court orders and providing corrective services to probationers, operating correctional facilities, and incarcerating delinquent minors. This requires extensive sharing of services and information with numerous County, State, and Federal public safety, legal, and health and social services agencies.



Positions allocable to the Departmental Chief Information Officer II (UC) are responsible for managing the IT activities of a large County department with very complex and varied systems. The size and scope of the IT services provided, and the complexity of the IT activities managed by the position are fully consistent with the Departmental Chief Information Officer II (UC) allocation standards and class concept. Therefore, we recommend upward reclassification to Departmental Chief Information Officer II (UC).

**DEPARTMENT OF PUBLIC HEALTH - CHILDREN'S MEDICAL SERVICES**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Computer Equipment Operator NN 64A Represented	Information Technology Technical Support Analyst I NN 82E Represented
1	Computer System Operator NN 69H Represented	Information Technology Technical Support Analyst I NN 82E Represented

The subject positions are assigned to the Operations Unit in the Children's Medical Services Management Information Services Division where they perform entry-level IT technical support responsibilities. These positions were inadvertently omitted from the Countywide Phase I IT Reclassification Board Letter and ordinance adopted by your Board on May 15, 2007. Based upon additional information received from the Department, we are recommending upward reclassification of these positions to Information Technology Technical Support Analyst I.

## PUBLIC LIBRARY

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Library Assistant IV NN 76D Represented	Librarian II NN 83D Represented

The subject position serves as the Community Library Manager, and is assigned to the Avalon library on Santa Catalina Island where it coordinates and manages fiscal and program operations, supervises a Librarian Assistant I, establishes and maintains relationships with the community and local government officials, and oversees all administrative and building issues. This position reports to a Regional Library Administrator located on the mainland at the Carson Regional Library. Due to its isolated location on an island, the Avalon library is not easily accessible to regional administrative or back up staff. Visits to the library must be arranged based on boat and plane schedules, and during inclement weather or emergencies such as fires there is no access to the island. Thus, the subject position is expected to function independently, and provide the necessary technical knowledge and professional experience to independently manage the Avalon library.

The unique geographical circumstances of the Avalon library require a high level of professional and technical judgment in order to independently manage and oversee the library's operations, administration, and programs. The scope of responsibilities and management accountability of the subject position are consistent with the class concept and allocation standards of Librarian II, a class which has immediate charge of a small community library. Therefore, we recommend upward reclassification of the subject position to Librarian II.

## SHERIFF'S DEPARTMENT

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Operations Assistant III, Sheriff NN 85B Represented	Administrative Services Manager I NN 92B Non-Represented

The subject position reports to a Unit Commander, and is assigned to the Trial Court Funding Unit located at the Court Services Division Headquarters. The subject position functions as the sole contract manager for the Trial Court Funding Unit. Specifically, it monitors a \$120 million court security services contract which includes over 1,250 personnel out stationed at several courthouses throughout the County.

The complexity level of the current duties performed are more consistent with those typically performed by positions allocated at the level of Administrative Services Manager I, a class which provides specialized personnel, budget, or other administrative support services. Therefore, we recommend upward reclassification.

## ANALYSIS

This ordinance amends Title 6 - Salaries, of the Los Angeles County Code by:

- Adding and establishing the salary for five (5) employee classifications in the classified service;
- Adding and establishing the salary for one (1) position in the unclassified service;
- Deleting two (2) non-represented employee classifications; and
- Adding, deleting, and/or changing certain classifications and numbers of ordinance positions in the departments of Children and Family Services, Mental Health, Probation, Public Health, Public Library, and Sheriff.

RAYMOND G. FORTNER, JR.  
County Counsel

By:



HALVOR S. MELOM  
Principal Deputy County Counsel  
Labor & Employment Division

HSM:asv

Requested: 03/27/08

Revised: 03/28/08

**ORDINANCE NO. \_\_\_\_\_**

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, and/or changing of certain classifications and number of ordinance positions in various departments to implement the findings of classification studies.

The Board of Supervisors of the County of Los Angeles ordains as follows:

**SECTION 1.** Section 6.28.050 is hereby amended to add the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL
<u>4204</u>	<u>ASST ENVIRONMENTAL ENGINEERING SPEC</u>	<u>                    </u> * <u>01/01/2009</u>	<u>84G</u> <u>85H</u>
<u>8616</u>	<u>DEPUTY DIRECTOR, PROBATION(UC)</u>	<u>                    </u> * <u>01/01/2009</u>	<u>N23</u> <u>R16</u> <u>N23</u> <u>R16</u>
<u>4206</u>	<u>ENVIRONMENTAL ENGINEERING SPEC</u>	<u>                    </u> * <u>01/01/2009</u>	<u>90G</u> <u>91H</u>
<u>4209</u>	<u>HEAD ENVIRONMENTAL ENGINEERING SPEC</u>	<u>                    </u> * <u>01/01/2009</u>	<u>103G</u> <u>104H</u>
<u>4207</u>	<u>SR ENVIRONMENTAL ENGINEERING SPEC</u>	<u>                    </u> * <u>01/01/2009</u>	<u>93G</u> <u>94H</u>
<u>3306</u>	<u>SUPVG ENVIRON ENGINEERING SPEC</u>	<u>                    </u> * <u>01/01/2009</u>	<u>99G</u> <u>100H</u>

**SECTION 2.** Section 6.28.050 is hereby amended to delete the following classes:

ITEM NO.	TITLE	EFFECTIVE DATE	SALARY OR SALARY SCHEDULE AND LEVEL	
8468	DEPY DIR, RESEARCH & COLL PROG, MUS/NH	10/01/2006	N23	R11
		04/01/2007	N23	R11
		07/01/2007	N23	R11
		01/01/2008	N23	R11
		01/01/2009	N23	R11
8418	HD, MUSEUM MAINT & CONSTRUCTION SVS	01/01/2006	F	6305.33
		10/01/2006	F	6557.54
		07/01/2007	F	6737.87
		01/01/2008	F	6940.01
		07/01/2008	F	7130.86
		01/01/2009	F	7344.79

**SECTION 3.** Section 6.53.010 (Department of Children and Family Services) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1059A	4	ADMINISTRATIVE DEPUTY III(UC)

**SECTION 4.** Section 6.53.010 (Department of Children and Family Services) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1058A</u>	<u>1</u>	<u>ADMINISTRATIVE DEPUTY III</u>

**SECTION 5.** Section 6.86.010 (Department of Mental Health) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1083A	4	<del>PROJECT ADMINISTRATOR, ICSC</del>

**SECTION 6.** Section 6.86.010 (Department of Mental Health) is hereby amended to change the number of ordinance positions for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
4731A	48 <u>19</u>	MENTAL HEALTH ANALYST III

**SECTION 7.** Section 6.77.025 (Department of Public Health – Children’s medical services) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2489A	4	<del>COMPUTER EQUIPMENT OPERATOR</del>
2490A	4	<del>COMPUTER SYSTEM OPERATOR</del>

**SECTION 8.** Section 6.77.025 (Department of Public Health – Children's medical services) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2545A</u>	<u>2</u>	<u>IT TECHNICAL SUPPORT ANALYST I</u>

**SECTION 9.** Section 6.100.010 (Probation Department – Support services) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>1059A</u>	<u>1</u>	<u>ADMINISTRATIVE DEPUTY III(UC)</u>
<u>2581A</u>	<u>1</u>	<u>DEPTL CHIEF INFORMATION OFFR II(UC)</u>

**SECTION 10.** Section 6.100.010 (Probation Department – Support services) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8622A	4	<del>DEPUTY DIRECTOR, ADMINISTRATION, PROB</del>
2574A	4	<del>INFORMATION TECHNOLOGY MANAGER III</del>



**SECTION 11.** Section 6.100.015 (Probation – Special services) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8617A	4	<del>DEPUTY DIRECTOR, PROBATION</del>

**SECTION 12.** Section 6.100.015 (Probation – Special services) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>8616A</u>	<u>1</u>	<u>DEPUTY DIRECTOR, PROBATION(UC)</u>

**SECTION 13.** Section 6.100.017 (Probation – Juvenile institution services) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8617A	4	<del>DEPUTY DIRECTOR, PROBATION</del>

**SECTION 14.** Section 6.100.017 (Probation – Juvenile institution services) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>8616A</u>	<u>1</u>	<u>DEPUTY DIRECTOR, PROBATION(UC)</u>

**SECTION 15.** Section 6.100.018 (Probation Department – Field services) is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8617A	4	<del>DEPUTY DIRECTOR, PROBATION</del>

**SECTION 16.** Section 6.100.018 (Probation Department – Field services) is hereby amended to add the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>8616A</u>	<u>1</u>	<u>DEPUTY DIRECTOR, PROBATION(UC)</u>

**SECTION 17.** Section 6.106.010 (Public Library) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8335A	65 <u>66</u>	LIBRARIAN II
8331A	40 <u>9</u>	LIBRARY ASSISTANT IV

**SECTION 18.** Section 6.120.012 (Sheriff - Custody) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
1002A	7	<u>8</u>	ADMINISTRATIVE SERVICES MANAGER I
1230A	44	<u>13</u>	OPERATIONS ASSISTANT III, SHERIFF

**SECTION 19.** Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

\*The Executive Office/Clerk of the Board of Supervisors shall insert the effective date for the salary or salary schedule and level in the space provided for the classifications added to Section 6.28.050 of the County Code.

[RECLASS042008KPCEO]